



United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, D.C. 20240

MAR 24 2003

Memorandum

To: Assistant Secretaries
Heads of Bureaus and Offices

From: Assistant Secretary – Policy, Management and Budget *PJ [signature]*

Subject: Travel

This memorandum provides guidance in managing travel. I am requesting your cooperation in making sure that we are operating in a fiscally responsible manner and paying close attention to the nature and extent of travel within our organizations. The challenge before us is to manage our resources in order to achieve the goals we have set for ourselves while also ensuring that we are accountable. One of the costs that we can control in order to meet these goals is travel.

Several bureaus have already instituted controls to limit travel. The U.S. Geological Survey has issued guidance to eliminate all travel that is not essential. The National Park Service has mandated a 17.5 percent reduction in travel. The U.S. Fish and Wildlife Service is implementing a travel reduction of \$3 million.

I would ask that you establish a FY 2003 goal to reduce your travel expenditures by a minimum of ten percent, as compared to FY 2002. Some of the actions that you should consider include:

- Significantly limit international travel;
- Limit attendance at conferences to the key individuals that are needed;
- Elevate the level of approval for all conferences (as a reminder, conferences with 30 or more participants must be approved by program Assistant Secretaries);
- Use video and teleconference facilities in lieu of travel;
- Reduce the frequency of periodic meetings;
- Encourage travelers to share rental cars and other services in order to keep costs down; and
- Use the online booking engine (TripManager) to eliminate travel transaction fees.

In addition to the management aspects of travel, it is important that you ensure that your organization complies with the Department's travel policies (DM347).

I appreciate your assistance in ensuring that we are exercising constraint and scrutinizing travel to ensure it is essential to meet our mission needs. Please report to the Office of Budget by March 28, 2003 on your plans to limit travel within your bureau or office. If you require any assistance with specific travel questions, please contact Ted Woronka at (202) 208-4701.